



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SUPERVISING INDUSTRIAL HYGIENIST

Class No. 003161

■ CLASSIFICATION PURPOSE

To supervise subordinate Industrial Hygienists; to conduct the more complex hazard evaluations of County work sites for the identification and control of occupational health; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position class found in the Department of Environmental Health. The Supervising Industrial Hygienist reports to the Chief, Environmental Health and is responsible for supervising subordinate Industrial Hygienists, assisting the Chief with managing the daily activities of the Industrial Hygiene Program, and for performing complex industrial hygiene duties.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Title X

Essential Functions:

1. Plans, directs, coordinates, assigns, trains, and evaluates the work of subordinate Industrial Hygienists and support staff.
2. Assists the Division Chief with program development, goal setting, problem resolution, long and short term planning, coordinating and/or conducting major studies and investigations.
3. Conducts complex or preventative hazard evaluations.
4. Makes recommendations for control of hazardous conditions.
5. Directs the daily operations of the County Bulk Asbestos Lab.
6. Assigns, supervises, and evaluates the work of subordinate staff.
7. Administers the County Hazardous Waste Information Program.
8. Provides consultative service and technical guidance to local industry, private agencies, and individuals.
9. Analyzes environmental samples including asbestos.
10. Conducts research on occupational health problems.
11. Prepares correspondence and technical reports.
12. Assists in collecting and interpreting statistical data.
13. Conducts and assists in the development of programs for the education of County employees relating to occupational health and hazards in the workplace.
14. Conducts inspections of facilities to identify asbestos.
15. Assists in the development of asbestos management plans.
16. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- County customer service objectives and strategies.
- The General Management System in principle and practice.
- Principles of supervision and training techniques.
- Methods, techniques, and practices used in determining and controlling occupational health hazards.
- Principles of industrial hygiene and environmental health.
- Industrial hygiene and environmental health principles.
- Industrial hygiene monitoring and sample collection procedures.
- Cal/OSHA rules and regulations and applicable EPA standards.
- Investigations and inspection procedures.
- The use of personal protective equipment.
- Toxicology, chemistry, and laboratory techniques for hazards material identification including asbestos.
- Laboratory quality control procedures.
- Asbestos Hazards Emergency Response Act (AHERA).
- Bulk Asbestos Analysis via polarized light microscopy.

Skills and Abilities to:

- Supervise technical and professional staff.
- Develop and conduct industrial hygiene programs.
- Identify training needs, and train staff.
- Coordinate major studies/investigations.
- Supervise and environmental health laboratory.
- Communicate effectively in oral and written form.
- Resolve compliance and investigation problems of above average difficulty.
- Establish and maintain effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Collect and interpret statistical data.
- Inspect facilities to identify asbestos containing materials.
- Analyze laboratory samples including asbestos.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: a bachelor's degree from an accredited college or university in Industrial Hygiene, Occupational Health, Environmental Health, Chemistry, or closely related field; AND, four (4) years of increasingly professional experience conducting evaluations of a wide range of occupational sites for the identification and control of occupational health hazards.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

1. EPA accreditation as a Building Inspector and Management Planner for Asbestos is required.
2. The possession of a certification in the comprehensive practice of Industrial Hygiene and EPA accreditation as Asbestos Contractor Supervisor is highly desirable.

Working Conditions

Possible exposure to noise, dust, mists, fumes, radiation, hazardous chemicals and asbestos. May be required to wear respiratory protection during the course of work.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

New: January 25, 1991
Reviewed: Spring 2003
Revised: March 24, 1992

Supervising Industrial Hygienist (Class No. 003161)

Union Code: MM

Variable Entry: Y